

Approved:	Resolution of the Academic Council of Tbilisi Humanitarian Teaching University LLC N02- 2020	16.01.2020
Amendment Made:	Resolution of the Academic Council of Tbilisi Humanitarian Teaching University LLC N01- 2024	10.01.2024

The rules of preparation and defense of the bachelor's thesis

Article 1. The purpose of the bachelor thesis

The bachelor's thesis is a work to be performed individually by the student in the last semester of the bachelor's program, the purpose of which is to systematize and reveal the sectoral knowledge, research, creative or practical skills acquired in the course of study.

Article 2. Registration of the Topic and Supervisor of the Bachelor's Research Paper

1. At the beginning of the final semester, the academic staff of the educational program shall establish a list of topics for the bachelor's thesis.
2. The student has to select the topic and supervisor of the bachelor's thesis within the framework of the bachelor's program, in case of prerequisites for admission are met, no later than the first academic week of the eighth semester of study.
3. The student has to apply to the Dean of the Faculty with an application for approval of the title of the bachelor's thesis topic and the supervisor of the topic. After the Dean approves the topic of the bachelor's thesis, the student has to begin working on the thesis together with the supervisor.

Article 3. Supervisor of the Bachelor's Thesis

The supervisor of the bachelor's thesis may be an academic staff member with a doctorate or equivalent academic degree (professor, associate and assistant professor) or an invited specialist who has research experience in the field and relevant publications.

2. Work on the bachelor's thesis is carried out in the format of supervised research (30 hours) and independent work of the student (220 hours).
3. The supervisor of the bachelor's thesis assists the student in drawing up a bachelor's thesis plan, processing the bibliography, supervises the process of completing the bachelor's thesis on a

weekly basis and conducts an independent assessment of the bachelor's thesis in accordance with the criteria established for interim assessment.

Article 4. Submission of Bachelor's Thesis

1. The student has to submit one completed, fully formatted, bound and bound copy of the bachelor's thesis and its electronic version (in PDF format) to the faculty administration before the end of the academic semester, but no later than the 16th academic week.
2. The volume and structure of the bachelor's thesis are determined by Appendix No. 1 of these Rules.
3. Along with the bachelor's thesis, the student has to submit to the faculty:
 - a. An application to the Dean of the Faculty for admission to the defense of the bachelor's thesis/final exam;
 - b. An interim assessment of the bachelor's thesis supervisor and a motion stating that the bachelor's thesis is ready for submission for the final assessment/defense of the bachelor's thesis.
4. The dissertation must be accompanied by an explanation from the student stating that the work was done by him/her and that all sources used in the work have been properly cited.

Article 5. Approval of the date of the final exam/bachelor thesis defense and the composition of the examination committee

1. The Dean of the Faculty has to decide on the date of the final exam/bachelor's thesis defense and the composition of the examination committee (including the chairman of the committee) no later than the 17th academic week of the academic semester. In case of late submission of the bachelor's thesis, the student shall not be admitted to the final exam/bachelor's thesis defense.
2. The defense of the final exam/bachelor's thesis may be scheduled at least 5 calendar days after the decision on the date of the final exam/bachelor's thesis defense.
3. The examination committee for the defense of the final exam/bachelor's thesis must consist of at least 5 members, who have to be approved by the Faculty Council upon the proposal of the Dean of the Faculty.
4. A member of the examination commission for the defense of the final exam/bachelor's thesis may be a university professor or associate professor, as well as another person with a doctorate or equivalent scientific degree.
5. The examination commission for the defense of the final exam/bachelor's thesis is headed by a chairman selected from among its members and approved by the dean of the faculty. The chairman may not be the supervisor of the bachelor's thesis.

Article 6. Final oral examination/bachelor thesis defense

1. The defense of the bachelor's thesis is held publicly at the final oral examination. The defense of the bachelor's thesis is held in Georgian.
2. The session of the examination commission for the final oral examination/bachelor's thesis defense is authorized if at least three members of the commission are present.
3. The examination commission for the final oral examination/bachelor's thesis defense must also include the supervisor of the bachelor's thesis, with the right to a deliberative vote.
4. If a student fails to pass the final oral exam/bachelor's thesis defense for a documented valid reason, or the quorum of the examination committee was not met, or the final oral exam/bachelor's thesis defense was not held for other reasons independent of the student, the Dean of the Faculty will schedule an additional final oral exam/bachelor's thesis defense in the same semester.
5. The members of the examination committee/examiners for the final oral exam/bachelor's thesis defense are independent in their activities. In addition, the defense procedure must be based on the principles of objectivity and transparency.
6. Each student will be examined individually for the final oral exam/bachelor's thesis defense.
7. At the examination committee meeting, the chairman of the committee announces the student's identity, the topic of the bachelor's thesis, and the supervisor.
8. The final oral exam/bachelor's thesis process includes the student's presentation of the bachelor's thesis, a question-and-answer session, and the conclusion of the examination committee.
9. The student's presentation of the bachelor's thesis involves the student's report – a presentation of the topic, the duration of which, as a rule, should not exceed 15 minutes. The student's report should be brief and clear. The student will report to the examination committee on the goals, objectives, main provisions of the bachelor's thesis, an analysis of the work performed, as well as his or her own specifically formulated conclusions.
10. When presenting the bachelor's thesis, the student must use visual material: for example, slides, posters, video-cinema equipment, etc.
11. After the presentation of the thesis, the student answers the questions asked by the members of the examination committee.
12. The examination committee makes a decision to evaluate the bachelor's thesis at a closed session. After the closed session of the examination committee, the chairman of the committee publicly announces the evaluation of the bachelor's thesis.

Article 7. Evaluation of the Bachelor's Thesis

1. The bachelor's thesis is evaluated using a 100-point system, which includes an intermediate assessment (60 points) and a final assessment (40 points). Appendix N4
2. The following means (assessment methods) are used for the intermediate assessment of the bachelor's thesis:
 - a. The content side;
 - a. The formal side.
3. The content side of the bachelor's thesis is evaluated with 50 points, and the formal side - with 10 points.
4. The criteria for evaluating the content side of the bachelor's thesis are:
 - A. Ability to determine the relevance of the issue, identify the problem and reason consistently – 0-10 points;
 - B. Ability to systematize, analyze and present relevant theories, sources, materials – 0-10 points;
 - C. Ability to present one's own ideas, positions, selected approaches, and conclusions – 0-10 points;
 - D. Ability to write a paper with stylistic and grammatical fluency – 0-5 points;
 - E. Ability to use diverse and valid sources when researching the issue – 0-5 points;
 - F. Ability to pose and present a problem – 0-10 points.
5. The criteria for evaluating the formal aspect of the bachelor's thesis are:
 - A. Ability to format the thesis in accordance with established standards - 0-5 points.
 - B. Ability to use information ethically (citation technique, footnotes) - 0-5 points.
6. The final evaluation component is the defense of the bachelor's thesis/final oral exam. The right to take the final oral exam/defense of the bachelor's thesis is granted to a student who has accumulated the minimum competency threshold for the intermediate evaluation, i.e. 21 points, in the interim evaluation. In addition, the minimum competency threshold for the final oral exam/defense of the bachelor's thesis is 20 points.
7. The following means (evaluation methods) are used to evaluate the defense of the bachelor's thesis/final oral exam:
 - A. Verbal side of the bachelor's thesis;
 - B. Formal side of the bachelor's thesis.
8. The verbal side of the bachelor's thesis is evaluated with 30 points, and the formal side - with 10 points.
9. Criteria for evaluating the verbal side of the bachelor's thesis:
 - A. Ability to clearly, correctly and with arguments convey the content of the bachelor's thesis - 0-10 points;

- B. Ability to identify, analyze and present the problem - 0-5 points;
 - C. Ability to substantiate the conclusions drawn from the research results - 0-5 points;
 - D. Ability to participate in discussions and defend one's positions, taking into account ethical standards - 0-10 points.
10. Criteria for evaluating the formal side of the bachelor's thesis:
- A. Ability to design the visual side of presentation materials and use appropriate technologies when presenting the bachelor's thesis - 0-5 points;
 - B. Ability to comply with the regulations - 0-5 points.
11. The final score of the final oral examination/bachelor's thesis defense is determined by the arithmetic average of the scores received (the sum of the scores received divided by the number of commission members).
12. The final assessment of the bachelor's thesis is determined by the sum of the assessments of the bachelor's thesis supervisor and the members of the examination commission. The bachelor's thesis will be considered defended in case of receiving one of the positive assessments provided for by the legislation. Accordingly, the bachelor's thesis will be considered defended and the student will be awarded 10 credits if, taking into account the maximum score of the intermediate assessment and the final assessment (40 points), he/she accumulates at least 51 points.

Article 8. Evaluation system

1. The evaluation system allows for five types of positive evaluations:
 - A. (A) Excellent – 91-100 points of evaluation;
 - B. (B) Very good – 81-90 points of maximum evaluation;
 - C. (C) Good – 71-80 points of maximum evaluation;
 - D. (D) Satisfactory – 61-70 points of maximum evaluation;
 - E. (E) Sufficient – 51-60 points of maximum evaluation.
2. The assessment system allows two types of negative assessment:
 - A (FX) Failed – 41-50 points of the maximum assessment, which means that the student needs to work more to pass the components and is given the right to take the bachelor's thesis defense/additional exam once with independent work. In addition, an additional exam may be scheduled no later than 5 calendar days after the announcement of the final exam results.
 - B. (F) Failed – maximum grade of 40 points or less, which means that the work done by the student is not sufficient and he/she has to retake the bachelor's thesis.
3. The following are also grounds for a negative assessment of a bachelor's thesis:

- A. Failure to appear for the final exam/bachelor's thesis defense without good reason;
 - B. Refusal to defend and present the final exam/bachelor's thesis after appearing for the defense;
 - C. Violation of academic integrity (plagiarism);
 - D. Attempt to disrupt the defense of the final exam/bachelor's thesis or violation of the regulations for its conduct;
 - E. Attempt to obtain an assessment by threatening the examiner, physical or mental influence, deception, fraud or other unacceptable methods.
4. Plagiarism is the use of other people's ideas, phrases, and sentences in a work in accordance with inappropriate rules (without citing the literary source). Plagiarism (plagiat from Latin) means stolen. In science, plagiarism is the intentional or unintentional passing off of someone else's ideas as one's own. These "ideas" can be printed or electronic materials, ranging from simple sentences to entire paragraphs. In addition, these can be statistical data, laboratory research results, etc. Plagiarism can be intentional or unintentional. Any case of detection of plagiarism is grounds for a negative assessment of a bachelor's thesis.

Article 9. Academic Integrity and Plagiarism Detection

1. THU students are obliged to adhere to the principles of academic integrity recognized by the University, which are set out in the University's Internal Regulations and the Rules for Protecting Academic Integrity, Preventing, Detecting and Responding to Plagiarism;
2. The University's Academic Process Management Manager ensures the technical uploading and verification of material in the anti-plagiarism electronic program.
3. The results obtained using the anti-plagiarism program are notified to the student and the faculty (including the scientific supervisor of the thesis) no later than 5 working days after the submission of the thesis.
4. The scientific supervisor of the thesis reviews the results of plagiarism detection and presents a reasoned position on the admission/non-admission of the thesis for defense.
5. In case of confirmation of plagiarism, the student is sent the work and the relevant results and is given a reasonable period (no more than 10 working days) to correct it.
6. The student has the right to correct the work only once based on the results of plagiarism detection. In case of confirmation of plagiarism again, the work is not evaluated, the student is given the opportunity to submit the work in the next semester.

Article 10. Disclaimer

1. These instructions are common to all bachelor's programs of Tbilisi Humanitarian Teaching University, unless a specific program provides for additional requirements.

Scope and Structure of the Bachelor's Thesis

1. The volume of the bachelor's thesis should be, as a rule, not less than 30 and not more than 35 pages. The number includes all bound pages.
2. The bachelor's thesis should be performed on A4 format (297×210 mm) 80 g/m² paper. Orientation – vertical. Printing should be done on one page only.
3. The left side of the standard version of the bachelor's thesis should have a margin of – 38 mm, and the remaining sides – 25 mm.
4. The main part of the text of the bachelor's thesis should be performed in the Sylfaen font, size 12. A larger font may be used for the names of chapters and subsections. Condensed fonts are not accepted. The text should be printed on a laser printer or with a quality close to it.
5. All pages of the bachelor's thesis should be numbered sequentially. It is not allowed to leave free space or pages. It is also not allowed to repeat pages. The minimum font size of the page numbers is 10. Introductory pages, including the title page, are not numbered. The rest of the bachelor's thesis should be numbered with Arabic numerals. The page number should be 1.3 cm from the bottom edge of the sheet, and 2.5 cm from the right edge.
6. The spacing for the main text of the bachelor's research paper is 1.5. For small sections (table of contents, summary, footnotes, notes, etc.), the spacing is 1.
7. Names of all chapters and subsections of the bachelor's paper must be included in the table of contents. The font size of chapters and subsections may exceed the font size of the main text. All chapters should start on a new page, and subsections should continue on the same page.
8. In the bachelor's paper, literature citations should be made in the main text (usually at the end of the paragraph) in square brackets with Arabic numerals. The font should be of the appropriate size for the text. The list of cited literature should be given at the end of the bachelor's paper.
9. In a bachelor's research paper, a footnote may be placed at the end of the page. Font size – 10 points. When placing a footnote at the end of the page, the numbering is made with symbols or Arabic numerals, which can start at the beginning of each page. In the main text, the footnote is indicated with quality register symbols.
10. The necessary components of a bachelor's research paper are:
 - A. Title page;
 - B. Signature page;

C. Table of contents;

D. Summary;

E. Introduction;

F. Main text;

F. Conclusion.

F. References.

11. The title page of the bachelor's thesis should be of standard format. This page should include the name of the higher educational institution, faculty and program ("Tbilisi Humanitarian Teaching University", "Faculty", "Bachelor's Educational Program"), the student's name and surname, the title of the bachelor's thesis, as well as the following text - "The thesis was completed within the framework of the bachelor's educational program". The name, surname, academic degree, academic position of the supervisor of the thesis should be written on the lower right side of the title page of the bachelor's thesis, and at the bottom, in the middle of the page, the place and time, city and year of completion of the thesis should be written (for example, Tbilisi, 2022). This page of the bachelor's thesis is not numbered (see Appendix 2).

12. The signature page of the bachelor's thesis must be of standard form. The original of the standard version of the bachelor's thesis must have an original signature. The mentioned page should include the text: "Tbilisi Humanitarian Teaching University", "Faculty", "Bachelor's Educational Program", "I confirm that I have familiarized myself with the bachelor's research paper completed by [name, surname] under the title: [title], I have carried out an interim assessment of the paper, taking into account the assessment criteria provided for the interim assessment, and I recommend that the bachelor's paper be submitted to the Bachelor's Thesis Defense/Final Examination Commission of the Faculty of Tbilisi Humanitarian Teaching University for final and final assessment, date. It must be certified by the signature of the supervisor of the bachelor's thesis. The mentioned page of the paper is also not numbered (see Appendix 2).

13. The bachelor's thesis must include a table of contents (contents). The table of contents must contain exact names of all chapters and paragraphs of the full text of the thesis consecutively. Page numbering should start from the next page of the table of contents taking into account the number of pages of the title page, signature page, summary and contents. The interval of the table of contents should be 1. Font size - 12 points. The interval between paragraphs should be 6-12 points. Page numbers should be placed in the right margin. It is allowed to fill the space between the title and page number with the symbols: " .", "- ", " _".

14. The abstract of the bachelor's thesis should include a brief overview and should be written in Georgian and English. It should clearly convey the brief content and main results of the work performed. As a rule, the abstract does not contain footnotes, tables, drawings, schemes, etc. The volume of the abstract should not exceed 100-150 words. The interval between lines is taken equal to one.

15. The introductory part of the bachelor's research paper reflects the relevance and importance of the topic, the goals and objectives of the paper, the subject of the research, the method(s) used, approaches, material and technical base and information resources (if any). 16. The main text of the bachelor's paper should be divided into chapters and subchapters of different levels. The text should include a review of the existing literature on the research topic, the stages of the research and the results. The structure of the main text of the bachelor's paper depends on the topic of the bachelor's paper and the student has the right to present it in the form he or she prefers. It is not limited by the number of subchapters.

17. The conclusion of the bachelor's thesis is a part reflecting results of the bachelor's thesis. The bachelor's thesis must necessarily contain the main conclusions, findings and/or recommendations obtained as a result of the research, which must be formulated briefly and concisely.

18. The list of literature used in the bachelor's thesis should be placed at the end of the work. While citing a literary source, the following style should be observed: A. Article: Last name initial. Full title. Full name of the journal or abbreviation. Year, volume, [number,] p. End of the citation (e.g.: 1. Machavariani S., The problem of departmental subordination and adjudication in accordance with the procedural legislation of Georgia. J. Justice, 2017, 2, pp. 186-213.). B. Book: B.A. When citing individual pages: Last name initial. Full title. Place of publication: Publishing house. Year, [volume,] p. Beginning–End (e.g.: 1. Melkadze O., Dvali B., Judicial Authority in Foreign Countries. Tbilisi: Merani - 3, 2000, pp. 68-86.). B.B. When referring to an entire book: Surname Initial. Full title. Place of publication: Publisher. Year, [Volume,] Number of pages p. (e.g.: 1. Melkadze O., Dvali B., Judicial Authority in Foreign Countries. Tbilisi: Merani - 3, 2000, p. 379).B.G. Global Information Network: Name of the web page. Last checked – day, month, and year.

19. The list of references should be presented in alphabetical order. First, publications in Georgian should be indicated, and then - in foreign languages. The pages in the list of references should be numbered sequentially along with the main text, the interval between lines should be - 1, the interval between paragraphs should be 6-12 points, and the font size should be 12 points.

Appendix 2



_____ Faculty

_____ Bachelor's Degree Program

Student's First and Last Name

Title of the Bachelor's Thesis

The work was completed _____ within the framework of the Bachelor's educational program

Supervisor: First Name, Last Name, Academic Position

Tbilisi, 2025

Tbilisi Humanitarian Teaching University

Faculty

I hereby confirm that I have reviewed the bachelor's thesis completed by _____ titled: _____, conducted an interim evaluation of the thesis, taking into account the evaluation criteria provided for the interim evaluation and recommend the bachelor's thesis to be submitted to the Bachelor's Thesis Defense/Final Examination Commission of the Faculty of Tbilisi Humanitarian Teaching University for the final evaluation.

_____ 20 Year

Supervisor: _____ / _____ /

[Signature] [First name Last name]

Useful Advises for Preparing a Successful Bachelor's Thesis

Students, who are graduating from undergraduate programs this year and have to write an undergraduate theses will probably agree that it is associated with certain difficulties. We offer some useful tips that will help in preparation of successful research and thesis.

Selecting a Topic

It would be better to choose a topic for your undergraduate research paper that you are particularly interested in. However, after choosing a topic, it is necessary to pace maintenance, which some may find difficult.

Inspiration for a research idea and topic can come from many places: at a lecture, conference, seminar, while reading academic literature. The idea may come from a radio program, reading a newspaper, online publications, or even social networks.

It is necessary to connect with the academic staff of the university, interested and involved in the field of your interest.

Think carefully before agreeing on collaboration with anyone during your research. Good colleagues will add many positive aspects to your work, while bad ones will only make your life difficult and you will not be satisfied with the results.

The best option is to choose a topic that you are really interested in studying in depth, that you want to understand more about the phenomenon in question. Once you have explained it to yourself, you will be able to explain it well to others.

Making a Research Schedule

Be organized – time management is important when you have to do a lot. Create a to-do list with deadlines, and once you complete each task, cross it off the list. This will give you a sense of accomplishment and will make you more enthusiastic about the next step.

It is useful to strategically divide the plan into different time periods: hourly, daily, weekly, or monthly.

Workflow

Be sure to start jotting down any ideas, thoughts, notes, temporary titles, whatever comes to mind about your topic. You can filter or refine them at any time.

Organize your materials into different files on your computer. For example: articles in progress, finished articles, conference papers, blog posts, book excerpts, etc. If you lose enthusiasm or encounter resistance, leave a specific topic for a while and work on something else, and then return to it later with a refreshed mind. It is important to have a good introduction to the work, which should interest, intrigue, and make the reader want to read it in full.

When you think you have finished your work, set it aside for at least a day and come back to it later with fresh eyes. You will most likely notice something that can be improved. Think about how one work can serve as the basis for the next.

Give your work another use

Use your papers in as many ways as possible – turn them into conference papers, articles, blog posts. Or, conversely, what starts as a small post can later be developed into a full-fledged paper. Receiving evaluations from academic “referees” can sometimes be unpleasant. But don’t let negative thoughts dampen your motivation in the future.

Don’t let the fear of criticism hold you back. On the contrary, try to use criticism for your own good, to improve your work.

Final Statement of the Bachelor's Thesis

Faculty_____

Bachelor's Program_____

No		Components of work evaluation				
	First name and last name of the student	Interim assessment of the bachelor's thesis		Final assessment of the bachelor's thesis		
		Content (maximum 50 points);	Formal aspect (maximum 10 points);	Verbal part (maximum 30 points);	Formal aspect (Maximum 10 points)	Final assessment
1						
2						
3						
4						
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15						

Chairman of the Commission_____

Commission members: